For students, parents and caregivers

Revised 2015
INTRODUCTION

This document provides an outline of the campus-based assessment program for Years 7-9. You and your parents should ensure that you understand the procedures, programs and implications of the material presented.

The only change to previous years is that there are no external tests for Year 10 students. You will receive a Year 10 mid-course and yearly report from the school which details your progress throughout the year.

The School Certificate is no longer awarded by the NSW Board of Studies. Instead, if you leave school before the Higher School Certificate you will receive a ROSA (Record of Student Achievement) which will include Year 10 Grades. The School Assessment program will form the basis for these Grades.

ELIGIBILITY FOR SUCCESSFUL COMPLETION OF YEARS 7-9

What do I have to do in order to complete Years 7, 8, and 9?

There are three key areas that you need to achieve and uphold in order to be eligible for completion of year 9. You must meet all three of these areas during years 7, 8, and 9.

1. Curriculum
To be eligible for the completion of Year 9, you are required to study courses across Years 7-9. In addition you are also required to study courses in Creative Arts, Technology and Applied Studies, and Languages Other Than English.

2. Satisfactory completion
You must have a satisfactory record of application in these courses. This means making a genuine effort at assessment tasks and applying yourself consistently during class work.

3. Attendance
You must have a satisfactory record of attendance. Any extensive period of unapproved absence or frequent days absent, may result in non-completion of a course(s) and may impact on your eligibility for completion of Year 10. The Department of Education set a minimum attendance of 85%. Our aim at Umina Campus is to achieve 95% attendance rate for all students.

NON-COMPLETION OF A COURSE

What happens if I don’t achieve/uphold the three areas above?

If you are at risk of not meeting the requirements and/or of not satisfactorily completing a course, a verbal and written warning will be given to indicate that you may be in danger of “non-completion” of a course/s.

If you are not making a serious attempt at your courses, you will be interviewed by Head Teachers and/or the Deputy Principal to make you aware of the requirements and consequences.
PROCEDURES FOR ASSESSMENT

How do I know what assessments I have and when they are due?

1. You should refer to the Assessment Schedules and Calendar, also available on SharePoint that will be assigned to you by your classroom teachers and make a note of each of the tasks you need to do. This includes dates for all assessment tasks and examinations.

2. Teachers will give you at least 14 days notice of the details of an assessment task. This notice will be written and will refer to the outcomes to be assessed, the type of task to be completed, and what you need to do in order to demonstrate your achievement of the outcomes. You are to do your OWN work (except where directed by the teacher e.g. team projects).

3. Dates for examinations are firmly set in place. If you are unable to complete an examination, your parents should contact the Campus immediately. Absence on family holidays may not be an acceptable reason for missing examinations hence the requirement to complete an exemption form.

4. If you are absent from the Campus, it is your responsibility to approach your teacher to determine if any tasks were notified during your absence. This includes school business of any kind and Work Experience. You must complete all work given in your absence.

What do I do if I am away when my task is conducted or due?

1. If the absence is known in advance, you should notify your teacher and negotiate a date and time for the task to be completed prior to the date. If you are in year 7 or year 8 your parent will be required to contact the school via phone or mail to discuss the misadventure. If you are in year 9 your teacher will hand you an appeal form which your parents will have to fill out and bring back to the school WITHIN 48 HOURS.

2. Where a legitimate illness prevents the completion of the task, you should phone the Campus and leave a message for the teacher. Your teacher will hand you an appeal form which your parents will have to fill out and bring back to the school WITHIN 48 HOURS of your return to school. You must include your Doctor’s Certificate if necessary. The Faculty Head Teacher will determine the genuineness of the absence and make a recommendation to the teacher concerned with regard to action to be taken.

3. Where “misadventure” is the cause of absence (e.g. family bereavement), then an appeal form will be given to you to bring back to the school WITHIN 48 HOURS of your return. The Faculty Head Teacher will determine the genuineness of the absence and make a recommendation to the teacher concerned with regard to action to be taken.

4. An application for an extension of time should be made to your teacher. Your teacher will hand you an appeal form which your parents will have to fill out and bring back to the school WITHIN 48 HOURS. The Faculty Head Teacher will determine the genuineness of the claim and make a recommendation to the teacher concerned with regard to action to be taken. Applications must be made prior to the date set for the task, and if granted you will not be penalised.
FAILING TO HAND IN AN ASSESSMENT

What will happen if I don’t hand in my Assessment on the due date?

1. “Non-serious Attempts”
Non serious attempts at a task may lead to zero (0) marks being awarded and a letter being issued. You may then be interviewed with a view to withdrawal from the course or be asked to repeat.

2. Failure to behave appropriately during examinations and/or assessment tasks
If your behaviour during examinations or assessment tasks is such that it disrupts the proper running of the task or interferes with other students having the opportunity to achieve to the best of their ability, this may lead to you being awarded zero (0) marks and a letter being issued as well as other appropriate disciplinary action.

3. Use of electronic means for preparation and submission of assessment tasks
If you chose this medium to prepare assessment tasks and/or assignments, you must ensure that appropriate backup copies and hard copies are kept well in advance of the due date. Failure of technology (e.g. corrupt disks, computer crashed, printer ran out of ink) without ample evidence of the stages of “lost” work, is not acceptable as a reason for late or non-submission.

4. Due date
If a task is due to be handed in on a certain day, then normally it would be handed in during the lesson. However, the task must be handed to the teacher before the bell to end the day in order to be submitted on time. Refer to the table below to understand how marks will be deducted.

<table>
<thead>
<tr>
<th>Year</th>
<th>1 day late</th>
<th>2 days late</th>
<th>3 days late</th>
<th>4 days late</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>-10%</td>
<td>-20%</td>
<td>-30%</td>
<td>Zero mark</td>
</tr>
<tr>
<td>8</td>
<td>-10%</td>
<td>-20%</td>
<td>-30%</td>
<td>Zero mark</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td>Zero mark</td>
</tr>
</tbody>
</table>

*day meaning one school day, weekends are not included as late days

5. Completing assessment tasks by:
   - non-attendance at scheduled classes during the day
   - working on tasks during other subject lessons
   - deliberate absence/s from the Campus, or
   - working on tasks in collaboration with other students,
You will be interviewed by the faculty Head Teacher and may receive a mark of zero (0) for the task/s.

6. Plagiarism
This may include copying from materials (books, internet, journals, study notes, tapes etc.) without indicating this with quotation marks and acknowledgement of the author or source. It may also include collaboration with other students that goes beyond the discussion of general strategies or ideas. An interview with the Deputy or Principal and notification to the parents will occur.
Penalties for plagiarism will be determined by the Assessment Review Panel. This may include:
   - re-submission of work to demonstrate satisfactory achievement of outcomes, and
   - a mark of zero and
   - the task will be considered a NON-ATTEMPT and an “N” Warning Letter will be issued, if you choose not to re-submit the task.
   - aiding another student to plagiarise will involve a penalty and marks may be deducted.
7. **Transferred from another school**
If you have transferred from another school, you may be given alternate tasks or receive an estimate for tasks missed before your arrival at the school. This will be determined by an Assessment Review Panel depending upon when you enrolled at school and the information received from their previous school.

**FEEDBACK AND APPEALS**

**What should I expect to see when I get my Assessment Task back?**

1. **Feedback and reporting**
   - You must get meaningful feedback about what you are able to do and what you need to do in order to improve your level of performance.
   - The ranking and relative difference between your results and your peers’ results are determined from different levels of achievement in each task and exam.

2. **Appeals**
   If you feel that your mark or rank in an assessment task is incorrect, then you should firstly approach the Teacher or Head Teacher concerned. If the situation is not resolved satisfactorily, you may appeal for a review of the process. To do this, a signed detailed letter stating the matters of concern must be given to the Deputy Principal. An appeal may be based, among other things, on Illness, Misadventure, Failure of a teacher to follow guidelines etc. Appeals should be lodged within 7 days of receiving feedback.